

# CPTP Training Coordinator Webinar

March 12, 2019

## Updates

- Julie Miller's new role
  - Julie has accepted another position within State Civil Service into one of the reorganizational PODS
- What does that mean going forward
  - Glyn will be assuming the role of scheduling
  - Glyn and Linda will handle emails, and calls
- Familiar yourself with LEO
  - There are functions you can do yourself in LEO; run reports, trouble shooting, etc.
  - Quick Reference cards are available on the TC page
  - Submit a web help-desk ticket to help you with LEO concerns
- Prebook LSO Course
  - LSO Team schedule the course according to prebookings
- Please be patience

## Reminder

- MTR Continuing Education
  - Due 6/30/2019
  - List of courses on CPTP website
  - Don't procrastinate

## Success Series Webinar

- March 21<sup>st</sup> 2019
- Topic: Remodel your Meetings
- Register on CPTP webpage on the Civil Service website

## Policy Board Meeting

- Thursday, March 14<sup>th</sup> at 2:00pm
- Claiborne Building in the Thomas Jefferson Room
- You are welcome to attend